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| **C:\Users\100062~1.CAN\AppData\Local\Temp\B2Temp\Attach\IMG_20150813_150101.jpg** | **PRECIOUS**  [**PRECIOUS.335544@2freemail.com**](mailto:PRECIOUS.335544@2freemail.com) |
| * Graduate of **Bachelor of Science in Computer Science** in **Laguna College of Business and Arts** * Born on April 5, 1989, Single, 27 years of age * High spirited with positive outlook in life, team player, goal oriented with sense of ownership, transferrable, good learner. | |
| * **CAREER OBJECTIVES:**   **Seeking for an Executive Secretary/ Admin Specialist to serve the organization and add more value on the job to achieve company’s goal as well as to establish an enjoyable and long term career for myself.** | |
| * **KEY COMPETENCIES:**   Fundamental **Business Operation and Principles** Awareness, **Data Management and Analysis**, **Marketing and Sales, Supply Chain Management**, Advanced **Verbal and Communication** Skills, **Planning and Organizing**, **Schedule Management**, **Travel Preparation, Customer Service Oriented**, Knowledge and experience in relevant software application such as **Oracle & MS Office**. | |
| * **WORK EXPERIENCE:**   **Administrative Associate/ Data Specialist**  **Technoblue - Doha, Qatar**  **March 2016 to present**  **JOB SUMMARY:** Responsible for data management and analysis. Strategy implementation such as sales target, promotions, incentives, sales forecast. Sales system operation which includes price update, invoice and purchase order creation. Responsible for organizing sales visits, demonstrating and presenting products, maintaining accurate records, reviewing sales performance negotiating contracts and packages aiming to achieve monthly or annual targets.  **Executive Assistant to the President**  **Canon Business Machines Philippines Inc - FPIP Tanauan, Batangas**  **November 2012 - Present**  **JOB SUMMARY:** Execute thorough monitoring and arranging of **President Schedule** and preparation of speeches and **business correspondence**. Responsible for handling foreign **travel of President** as to **ticket reservation**, **hotel reservation** and **travel reimbursement**. **Plan** and **execute** necessary **preparation** **for VIP Guest**. **Facilitation** in Management Committee Meeting and other special company activities. Preparation of **Purchase Request**, **Cash Advance**, **Reimbursement**, **Budget** etc. Engaged in **Corporate Planning Activities** such as **CSR**, **Corporate Events** and **Corporate Communications**.  **Secretary to the Senior Vice President**  **Asia Brewery Inc - Cabuyao, Laguna**  **February 2011 – October 2012**  **JOB SUMMARY:** Organizing and arranging **meetings of the President**. Consolidation of **manufacturing related reports**. Preparation of **Purchase Request**, **Cash Advance** and **Reimbursement**. Answering phone calls and filing papers.  **HR Assistant (Timekeeper)**  **SM Supermarket - Real, Calamba City, Laguna**  **August 2010 – January 2011**  **JOB SUMMARY:** Compilation of **employee’s time and attendance**.Verification and validation of **timekeeping data** submitted each pay period. Distribution of **employee’s payslip** on time. Preparation of the following documents and reports such as **Security Guards Billing**, **Travel Allowance**, **Perfect Attendance**, **Tip Distribution and Tip Monitoring**, **Man-hours and Absenteeism**. Orientation for newly hired employees, preparation of contracts and filing 201 data. | |
| * **PART TIME JOBS**   **Clerk**  **Municipal City of Calamba (Police Department), April – May, 2007**  **Municipal City of Calamba (CENRO department) , April – May, 2008**  **On The Job Trainee**  **Philippine Long Distance Telephone Company, Los Baños, Laguna , April – June, 2009** | |